



**District of Columbia  
Department of  
Housing and  
Community  
Development**

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Community Services

# **REQUEST FOR APPLICATIONS**

## ***Neighborhood-Based Activities Community Development Block Grants (CDBG)***

Issue Date: June 6, 2003

Closing Date: July 8, 2003



*The District Department of Housing and Community Development  
pledges to foster the letter and spirit of the law for achieving equal  
housing opportunity in the District of Columbia.*

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE  
REVIEW PANEL**

# **NOTICE**

## **PRE-APPLICATION CONFERENCE**



### **Neighborhood-Based Activities (Community Development Block Grant)**

**Attendance Recommended**

***WHEN: June 12, 2003***

***WHERE: Department of Housing and Community Development  
801 North Capitol Street, NE  
9th Floor Conference Room  
Washington, DC 20002  
TIME: 10:00 am – 12:00 pm***

***CONTACT PERSON: Lamont Lee  
Department of Housing and Community Development  
Residential and Community Services Division  
(202) 442-7161  
[lamont.lee@dc.gov](mailto:lamont.lee@dc.gov)***



## **Checklist for Applications**

### **FY 2004 Neighborhood-Based Activities**

### **Community Development Block Grant**

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#### **Verify that the application form and attachments conform to all instructions.**

#### **DHCD will not forward unresponsive applications to the review panel.**

- ☐ The application is printed on 8½ by 11-inch paper, landscape, on one side, using 11- or 12-point type
- ☐ Word limits are observed
- ☐ The application is unbound (other than binder clips per the instructions)
- ☐ The application form has three holes punched on the top (long) margin and
- ☐ The attachments package has three holes punched in the left margins
- ☐ There are eight (8) copies of the application (following the same format as above), plus the original
- ☐ Two original completed Receipts (see RFA Attachment C) attached to the outside of the envelopes or packages for DHCD's approval upon receipt.
- ☐ The application includes only the requested attachments (listed below)
  - Articles of Incorporation and Bylaws
  - Organizational chart
  - Board resumes
  - Staff resumes
  - Assurances (See RFA Attachment A)
  - Certifications (Lobbying, Drug-Free, etc.) (see RFA Attachment B)
  - Two Original Receipts (see RFA Attachment C)
  - IRS (501(c)(3) Tax-exempt status determination letter
  - Certificate of Good Standing from DCRA



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**APPLICATION FORM**

**ATTACHMENTS**

- Attachment A** Assurances
- Attachment B** Certifications
- Attachment C** Original Receipt

**MAPS**

- Map of CDBG-Eligible Census Tracts
- Map of Target Areas



**District of Columbia  
Department of Housing and Community Development  
Residential and Community Services Division  
Request for Applications (RFA) FY 2004**

**SECTION 1: GENERAL INFORMATION**

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**Introduction**

The District of Columbia Department of Housing and Community Development (DHCD) receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) each year to develop programs, projects, and activities that provide affordable housing and promote neighborhood revitalization for the benefit of low and moderate-income households.

As part of this effort, DHCD works in partnership with non-profit organizations to revitalize the neighborhoods that they serve. Funds are available to provide non-profit organizations with support for the delivery of neighborhood-based activities. Funded activities will target revitalization efforts in neighborhoods that have experienced commercial and economic decline, and efforts to preserve affordable housing by mitigating the effects of expiring rental subsidies.

For FY 2004, the Department prefers to select a small number of organizations demonstrating in their applications that they can produce clear positive outcomes for the neighborhoods they serve and for the project areas defined by the Department. Applicants should use this application process to evidence their ability to produce positive outcomes by demonstrating that they have high project management and administrative capacity and a proven track record of delivering products and services similar to or related to those defined in the application.

The Department will look particularly favorably upon applications that give evidence of meaningful partnerships among two or more organizations sharing a commitment to the same neighborhood or neighborhoods within geographic proximity of each other. That is, where there is synergy demonstrated in responding to a neighborhood's needs as a result of partner agencies' similar and compatible—or different but complementary—skills sets and approaches to resolving problems, the Department much prefers to receive applications representing a consortium of such providers (with one designated as the lead), rather than receiving multiple applications from individual independent applicants.

**Purpose of Request for Application (RFA)**

The purpose of this Request for Applications (RFA) is to solicit applications for neighborhood-based activities. DHCD seeks to identify a select number of non-profit organizations that demonstrate organizational competence, performance capacity, and responsiveness to local needs and market demand. Applicants shall demonstrate on-going capacity for leadership in the community to carry out one or more of a range of activities that directly support the priority issues in CDBG-eligible areas.



There are two categories of neighborhood-based activities: Commercial Corridor and Business Development; and Strategies Responding to Expiring Federal Rent Subsidies.

### **Award Period**

Activities should be ready to start October 1, 2003, and be completed by September 30, 2004. Activity work plans and budgets will only be approved for one fiscal year. Activities requiring more than one year will be divided into distinct phases that can be completed and achieve measurable results within one-year increments.

### **Grant Awards and Amounts**

DHCD will make available up to \$3 million for Neighborhood-Based Activities in FY 2004.

## **SECTION 2: PROGRAM REQUIREMENTS & PRIORITIES**

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### **Eligible Activities**

#### **1. Commercial Corridor and Small Business Development**

Commercial Corridor and Small Business Development activities should focus on the development of new commercial establishments and strengthening existing businesses along emerging commercial corridors. Activities should address specific neighborhood issues and must lead to tangible results that positively affect the community.

In seeking proposals for this project area, the Department is working in conjunction with the programs of *reSTORE* DC, administered from the Office of the Deputy Mayor for Planning and Economic Development, namely: DC Main Streets; Commercial District Technical Assistance Program, and Commercial Property Acquisition and Development Program. The Department will look favorably on proposals that demonstrate synergy with initiatives and resources from *reSTORE* DC programs. Similarly, the Department will work closely with the Office of the Deputy Mayor to ensure that proposals for funding under this project area are not duplicative with initiatives already funded under *reSTORE* DC.

Activities that may be considered for funding include, but are not limited to:

- Recruitment of new businesses to serve community retail and service needs
- Development of business plans and financial security for existing businesses
- Comprehensive and coordinated marketing, promotion, and merchandising strategies
- Provision of technical assistance to small businesses in target areas leading to expansion and job creation.

#### **2. Preservation of Expiring Project-Based Rental Housing Subsidies**

Funding is available for activities and services designed to mitigate the effects of expiring federal rent subsidies in privately owned properties. Providers must demonstrate the ability to bring a range of resources to prevent involuntary displacement for existing tenants and to provide opportunities for continued affordable housing.



DHCD's existing Tenant Purchase Technical Assistance Program provides counseling and technical assistance to tenant groups in rental properties for which the owners have declared their intent to sell the property, resulting in the "first right of purchase" to the tenants in place. The intent of this project area is to provide expanded and interventional services, anticipating the date at which project based subsidy contracts are scheduled to expire, and commencing actions as early as the date one year previous to that upon which owners are compelled to notify tenants of the potential for discontinuance of rent subsidies.

Activities and services may include, but would not be limited to:

- Outreach to tenant groups upon notice of one-year potential for subsidy expiration
- Tenant organizing and advocacy
- Representation of tenant positions in negotiations between owners and HUD relative to renewal of subsidy contracts
- Legal counsel for tenant organizations
- Other strategies for preservation of affordable housing opportunities for existing tenants.

#### **Activities not competed under this RFA**

The Department has decided not to compete the following activities under this Request for Applications, but may choose to offer competitive funds for these activities at a later date:

1. Storefront façade development
2. Targeted Single-Family Residential Rehabilitation Assistance

The Department does not plan to compete Comprehensive Housing Counseling Services for FY 2004, but intends to exercise options for one-year renewals to existing agreements with providers with demonstrated performance in producing significant outcomes in this project area.

#### **CDBG Eligibility**

Federal regulations have established national objectives that require that the beneficiaries of all CDBG-funded activities included under Neighborhood-Based Activities must be at least 51% low- and moderate income persons or households, either directly (that is, the specific households served) or through an activity of area-wide benefit (all the residents of the service area).

#### **CDBG-Eligible Census Tracts**

A map illustrating District of Columbia census tracts with 51% or more low- to moderate-income residents, thus designating the geographic areas readily qualifying as CDBG-eligible under the area-wide benefit designation provided above, can be found in the attachment section of this RFA.

Area-wide benefit need not be confined to the specific census tracts indicated on this map. The federal requirement is that the households of the entire service area for any CD-eligible activity classified as low/moderate income by way of area-wide benefit must be at least 51% low/moderate-income. If the service area for a proposed activity extends beyond the CD-eligible census tracts, then the provider of that activity must demonstrate through survey data that that service area is at least 51% low/moderate-income.





### Income Guidelines

As noted above, CDBG must benefit households at least 51% of which meet the HUD definition of low/moderate-income. The table below shows current CDBG low/moderate-income limits based on household size.

Household Size	Maximum Income
1	\$39,550
2	\$45,200
3	\$50,850
4	\$56,500
5	\$61,000
6	\$65,550
7	\$70,050
8	\$74,600

### Target Areas

Each year, DHCD submits an Action Plan to HUD to continue to be eligible to receive the HUD entitlement grant funds. The Action Plan also is a statement of the strategic activities which DHCD, as the District's designated program administrator, intends to undertake during the fiscal year that the Plan covers. In FY2004, DHCD will align its funding with the Mayor's City-Wide Strategic Plan and designated target areas<sup>1</sup>. Preference will be granted to activities that are proposed to occur in these target areas (see map located in the attachment section of this RFA).

- *LeDroit/Howard University*
- *Columbia Heights*
- *Ivy City/Trinidad*
- *H Street, NE*
- *Congress Heights*
- *Pennsylvania Avenue/Fairlawn*
- *Near Southeast/Navy Yard*
- *Bellevue*
- *Anacostia Main Streets (Good Hope Road & Martin Luther King, Jr. Avenue, S.E)*
- *Minnesota Avenue/Benning Road*
- *Shaw*
- *Georgia Avenue*

### Neighborhood Revitalization Strategy Areas (NRSA)

In addition to the Mayoral target areas, DHCD has previously requested of HUD Neighborhood Revitalization Strategy Area (NRSA) designations to address economic development needs of two areas: (1) Georgia Avenue; and (2) Carver Terrace/Langston Terrace/Ivy City/Trinidad. The Department encourages organizations to submit applications for projects within these HUD designated NRSAs, for which preference will also be granted.

<sup>1</sup> The Takoma DC neighborhood has been designated as a Mayoral target area. However, it is not CDBG eligible. Therefore, the area has been excluded from this application process.



## **SECTION 3: QUALIFICATIONS**

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### **Eligible Organizations**

Applications are requested from qualified non-profit organizations that serve the residents of the District of Columbia. DHCD encourages responses from applicants that reflect the concerns of the diverse populations and cultures found throughout the District of Columbia's CDBG-eligible communities.

### **Organizational Capacity**

A successful applicant has the staff and board resources available to be an effective change agent in the target neighborhoods for which it is proposing activities. The applicant's overall administrative capacity as it relates to all requirements of grant management will be closely examined. Applicants will be evaluated on the basis of financial management capability, staff qualifications, administrative capability, credit-worthiness, and demonstrated understanding of all issues involved in performing all activities required under CDBG fund administration.

The applicant must have a governing body that is broadly representative of the neighborhood being served and possesses neighborhood revitalization, legal, business administration and management skills and/or experience.

### **Experience**

Applicants must demonstrate an understanding of the complex social and economic factors affecting the communities where they are active, provide evidence of previous accomplishments, and reveal how their efforts will effect measurable positive change.

### **Partnerships**

Successful applicants have the capacity to leverage resources from financial, and other private and public institutions. Therefore, demonstrated working relationships with banks and other lenders, law firms, accounting firms, technical assistance providers, Federal government agencies, foundations, other non-profits, etc. are an essential qualification for grant recipients.

The Department will look particularly favorably upon applications that give evidence of meaningful partnerships among two or more organizations sharing a commitment to the same neighborhood or neighborhoods within geographic proximity of each other. The Department prefers to receive applications representing a consortium of such providers (with one designated as the lead), rather than receiving multiple applications from individual independent applicants.

### **Performance**

Proposed activities should result in measurable outcomes for the persons or neighborhoods served. Targeted performance measures and/or outcomes for each activity provide a means of determining success.

Examples of performance measures/outcomes:

- Number of new businesses engaged to open through the resources of grant funds.



- Number of businesses receiving small business loan referrals resulting in business expansion.
- Number of households prevented from losing affordable rental housing.

### **Basic Requirements**

In addition to demonstrating capacity to carry out activities, an applicant must meet the following general eligibility requirements:

- The applicant must be a 501(c) tax-exempt corporation designated by the Internal Revenue Service.
- The applicant must be certified as a non-profit organization by the DC Department of Consumer and Regulatory Affairs (DCRA).
- The applicant must be in good standing in the District of Columbia and must be current on all obligations to the District and Federal governments. (i.e., D.C., Federal and local taxes, and outstanding loans).
- The applicant must be eligible to receive Federal funding pursuant to 24 CFR 570.204(c).
- The majority of the organization's governing body membership (at least 51%) must be low- and moderate-income residents of its geographic area of operation; owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation; or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation.
- The applicant must have written conflict of interest policies and procedures governing employees and board members in regard to the award and administration of contracts and other financial interests and benefits. These procedures must include the retention of Conflict of Interest declarations executed by each employee and board member.
- All programs receiving funding under this RFA must comply with all applicable Federal and State laws which provide for accessibility for people with disabilities, including, but not limited to, the following laws and regulations:

(1) D.C. Law 3-76: *District of Columbia Architectural Barriers Act of 1980, Sec 1500.1 et seq.* states in part, "... all buildings, structures, and premises which are used by the general public and which are regulated by this Code be made accessible to physically handicapped persons."

(2) The Architectural Barriers Act, as Amended (42 U.S.C. §4151 *et seq.*) is an Act to insure that certain buildings financed with Federal funds are so designed and constructed as to be accessible to the physically handicapped.



(3) Title III, American With Disabilities Act (ADA), 28 CFR Part 36, Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities.

The applicant's site of business must be accessible or have a plan to be in compliance within ninety (90) days after execution of the grant.



## SECTION 4: SELECTION PROCESS

### Part 1. Organizational Profile and Capacity -- 100 points

Criterion	Points Available
<b>Staff—</b> <ul style="list-style-type: none"> <li>the application describes organizational staff possessing skills and experience appropriate to the organization's mission and activities.</li> </ul>	10
<b>Board—</b> <ul style="list-style-type: none"> <li>the application evidences a governing body comprised largely of community stakeholders (at least 51%), that includes individuals possessing a wide range of knowledge and experience related to housing and community development</li> <li>the application describes a governing body that is active in advancing the goals of the organization</li> </ul>	5
	10
<b>Management—</b> <ul style="list-style-type: none"> <li>the application evidences the financial stability of the organization</li> <li>the application describes organizational systems currently in place to manage finances, information, and administrative functions</li> <li>the application demonstrates the organization's ability to assemble the monetary resources necessary to undertake complex community development activities</li> <li>the application describes how the organization leverages non-cash resources to support and enhance administrative and programmatic functions</li> </ul>	10
	10
	10
	5
<b>Experience—</b> <ul style="list-style-type: none"> <li>the application evidences the organization's experience in successfully implementing outcome-based community development activities</li> <li>the application demonstrates the organization's ability to evaluate activity outcomes</li> <li>the application demonstrates the organization's ability to manage and evaluate activity progress</li> <li>the application demonstrates the organization's ability to identify and resolve organizational challenges</li> </ul>	20
	5
	10
	5
<b>Total</b>	<b>100</b>



## Part 2. Community Needs & Applicant Proposed Response -- 100 points

Criterion	Points Available
<b>Community Need—</b> <ul style="list-style-type: none"> <li>the application presents data and cogent analysis about community demographics, conditions, and trends.</li> <li>the application demonstrates a high level of awareness of the pervading social and economic factors in its service area</li> </ul>	10
	20
<b>Organizational Response—</b> <ul style="list-style-type: none"> <li>the application describes a proposed activity that responds to observable community needs and established priorities</li> <li>the application identifies proposed outcomes and the total budget necessary to achieve those outcomes</li> <li>the application describes the organization's experience in successfully implementing activities similar to that proposed</li> </ul>	25
	25
	20
<b>Total</b>	<b>100</b>

### Review Panel

The review panel for this RFA is composed of neutral, qualified, professional individuals who have been selected for their unique experiences in the community and in public service. The review panel will evaluate Part 1 of the submitted application form and the attachments from each organization. High scoring organizations will advance to a second-tier review. Organizations with non-competitive scores for Part 1 of the application will not qualify for funding under this RFA.

The review panel will then evaluate Part 2 of the application from each qualifying organization (multiple Part 2 submissions from a single organization will be scored separately).

When the review panel has completed its evaluations, the panel will make recommendations for awards based on the highest scores. The process of evaluating applications may require applicants to make an oral presentation before the panel and/or require the panel to conduct a site visit of the applicant's facility.

### Decision on Awards

The recommendations of the review panels are advisory only and are not binding on the Department of Housing and Community Development. The final decision on awards vests solely with the District of Columbia DHCD.

After reviewing the recommendations of the review panels and any other information considered relevant, the Agency Director will decide which applicants to award funds and the amounts to be funded. Disbursements of awards are contingent on receipt of federal award.



### **Nondiscrimination in the Delivery of Services**

The applicant must comply with federal and local laws which prohibit discrimination in the delivery of program and services, including, but not limited to, the following laws and regulations:

- 1) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.)- Prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.
- 2) Section 109 of Title I of the Housing and Community Development Act of 1974 (24 CFR Parts 6,180,570)- No person on the basis of race, color, national origin, sex or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with community development funds.
- 3) The Age Discrimination Act of 1975 (42 U.S.C. 6101-07)- Prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
- 4) Section 504 of the Rehabilitation Act of 1973 (24 CFR Part 8), as amended provides that "No otherwise qualified individual with handicaps in the United States ...shall solely by reason of his handicap be excluded from the participation in be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance...".

### **Post-Selection**

The applicant whose proposal is approved for funding will be required to enter into a grant agreement with DHCD for implementation of the funded activity. This agreement will include provisions that will ensure compliance with federal and District laws and regulations and define the terms of the disbursement of funds.

Prior to execution of the grant agreement, the successful applicant will meet with DHCD staff to reach consensus on crafting the specific activities that will be undertaken under the grant agreement so that the applicant's mission, community needs, and District Government priorities are addressed. This effort will result in the detailed work plan, outcome measures, and budget that will become part of the grant agreement.

Upon execution of the grant agreement, which will be effective October 1, 2003, the grantee will receive the first scheduled fund disbursement.

In accordance with Federal and District requirements, DHCD will conduct evaluations of its grantee's use of the CDBG funds. The review objectives will include financial management and accountability, internal control structure, regulatory compliance, and program performance. The reviews may also include scheduled or unscheduled site visits. Accordingly, a grantee will be required to make available to DHCD all information and records necessary for the completion of its evaluation.

### **Contact Person**

For further information, please contact:

Lamont Lee, Community Services Manager  
Residential and Community Services Division



Department of Housing and Community Development  
801 North Capitol Street, NE, 6<sup>th</sup> Floor  
Washington, DC 20002  
202-442-7200  
202-442-7090  
[Lamont.Lee@dc.gov](mailto:Lamont.Lee@dc.gov)

## SECTION 5: APPLICATION INSTRUCTIONS

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### Format

There are three parts to the application package:

- Part 1 of the application form
- Part 2 of the application form
- Attachments

The attached application form is available in MSWord format from DHCD via email or from the DHCD website at <http://www.dhcd.dcgov.org/main.shtm>. While not recommended, the form may be completed by hand.

### Internet

Applicants who obtained this RFA through the Internet are asked to provide the Residential and Community Services Division with the following:

- Name of organization
- Key contact
- Mailing address
- Telephone and fax numbers.

This information is requested so that the applicant can receive updates and/or addenda to the RFA.

### Application Form Instructions

The form is a series of Word generated tables. Enter requested data in the cells where indicated. Word/page counts are identified for questions requiring narrative responses. Do not exceed the stated limit.

The completed form should be printed out in landscape format **one side, on 8½ by 11-inch paper** with three holes punched (i.e., with a standard 3-hole punch) at the top (long) edge.

Margins must be no less than one inch and a minimum font size of 10-point is required (New Times Roman, Courier, or Arial Narrow type recommended). Pages **MUST** be numbered. **The review panel will not review applications that do not conform to these requirements.**

The pages of Part 1 and Part 2 of the application should be attached separately with binder clips and then bound together with an additional binder clip.





Application packages should have:

- No binding or covers
- No staples
- No graphics
- No attachments other than those requested

### **Required Attachments**

The following attachments to the completed form are required:

Articles of Incorporation and Bylaws
Organizational Chart
Board Resumes
Staff Resumes
Assurances (RFA Attachment A)
Certifications (Lobbying, Drug-Free, etc.) (RFA Attachment B)
Two Original Receipts (RFA Attachment C)
IRS (501(c)(3) Tax-exempt status determination letter
Certificate of Good Standing from DCRA (obtained within the past three months)

The attachments package should be arranged in the order items are listed with three holes punched (i.e., with a standard 3-hole punch) and attached with a binder clip. The entire package should then be attached to Part 1 of the application form with an additional binder clip.

Applicants may obtain the Certificate of Good Standing at DCRA's One-Stop Business Center located in Room 1100 at 941 North Capitol Street, NE; the certificate may be requested by mail to Ms. Regina Dobbins, DCRA Corporations Division, 941 North Capitol Street, NE, Washington, DC 20002. There is a \$20 fee for the certificate. For additional information, call the Corporations Division at (202) 442-4432.

### **Multiple Submissions**

Applicants proposing more than one activity must complete Part 2 of the application form separately for each activity. There is no limit on the number of Part 2 applications submitted. Part 1 of the application form and the attachments package should be completed only once per organization.

### **Pre-Application Conference**

The Pre-Application Conference will be held June 12, 2003, from 10:00 am to 12:00 pm, at the Department of Housing and Community Development, 801 N. Capitol Street, NE, 9th Floor Conference Room, Washington, DC, 20002.

### **Explanations to Prospective Applicants**

Applicants are encouraged to call, mail or fax their questions to the contact person listed above on or before June 20, 2003. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.



## Resources

For more information about the Department of Housing and Community Development, please visit: <http://www.dhcd.dcgov.org/main.shtm>

Information regarding federal regulations that apply to Community Development Block Grants can be found on the US Department of Housing and Urban Development website: <http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm>; and <http://www.hud.gov/offices/cpd/communitydevelopment/programs/entitlement/entitlementcommunityesqfacts.cfm>

Circulars A-110 and A-122 detailing federal spending requirements are available from the US Office of Management and Budget: <http://www.whitehouse.gov/omb/circulars/a110/a110.html>; and <http://www.whitehouse.gov/omb/circulars/a122/a122.html>

A wide range of information regarding community development issues and funding opportunities can be found at: <http://www.knowledgeplex.org>

## SECTION 6: APPLICATION SUBMISSION

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### Application Identification

A total of nine (9) applications (nine sets of Part 1 of the application form, Part 2 of the application form (for each activity proposed) and the attachments package) are to be submitted in an envelope or package. Attachment D should be affixed to the outside of the envelope or package. **Of the nine (9) applications, one (1) application must be an original. DHCD will not forward the application to the review panel if the applicant fails to submit the required eight (8) copies, plus one (1) original.**

Telephonic, telegraphic and facsimile submissions **will not be accepted.**

### Application Submission Date and Time

Applications are due no later than 4:00 p.m., on July 8, 2003. All applications will be recorded upon receipt. Applications **submitted at or after 4:01 p.m.**, July 8, 2003 will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

The eight (8) applications, plus the original, **must be** delivered to the following location:

Department of Housing and Community Development  
Residential and Community Services Division  
801 North Capitol Street, NE  
6<sup>th</sup> Floor  
Washington, DC 20002  
Attention: Lamont Lee



### **Mail/Courier/Messenger Delivery**

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the deadline at the above location. Messenger/Courier services delivering applications at or after the post dated time **will not be accepted**.

**\*\*\* Late Applications Will Not Be Forwarded To The Review Panel\*\*\***

### **Notice of Non-Discrimination**

*In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.*



<b>Part 1: Organizational Profile and Capacity</b> Use Part 1 of the application to provide basic information about your organization and to demonstrate its project management and administrative capacity.		<b>Total Points Available in Part 1:</b> <b>100</b>
1. Provide basic information about your organization.		
<b>Name of Organization</b>		
<b>Year established</b>		
<b>Service Area</b>		
<b>Primary Contact Person/Title</b>		
<b>Site Address</b>		
<b>Mailing Address (if different)</b>		



<b>Phone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>Mission</b>	

**Application Certification:**

Signature of Authorized Representative	Date

Signature of Governing Board President	Date



2. Provide information about your organization's staff (add additional rows if necessary).				Points Available: 10
				Score:
Key Staff	Name	Title	Job Responsibilities	Years with organization
Number of Full-time Staff	2000	2001	2002	2003
Number of Part-time Staff				
Number of Staff Departures (excluding interns)				



3. Provide information about your organization's Board of Directors. Add additional rows and expand cells as necessary.						<b>Points Available: 5</b>	
						<b>Score:</b>	
Name	Role	Home Address	Service Area Stakeholder? (yes or no)	Profession	Affiliations	Length of Tenure	
Percentage of Service Area Stakeholders <sup>2</sup>				Average Tenure			

- 
- <sup>2</sup> The majority of the organization's governing body membership (at least 51%) must be community stakeholders who are either low- and moderate-income residents of its geographic area of operation; owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation; or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation.



<p>4. Describe key Board initiatives and accomplishments for the past 3 years.</p> <p>&lt;insert response here&gt;</p>	<p><b>Word Limit: 300</b></p>	<p><b>Points Available: 10</b></p>
		<p><b>Score:</b></p>





5. Please provide the following financial information about your organization.				Points Available: 10
				Score:
	2000	2001	2002	2003
Annual Operating Budget				
Operations Surplus (deficit)				
Total Assets				
Net Assets				

6. Describe your organization's financial management system.	Word Limit: 300	Points Available: 10
		Score:
<insert response here>		



7. Please provide information about your organization's major sources of funding (over \$10,000).					<b>Points Available: 10</b>	
					<b>Score:</b>	
<b>2001</b>		<b>2002</b>		<b>2003</b>		
<b>Funder</b>	<b>Amount</b>	<b>Funder</b>	<b>Amount</b>	<b>Funder</b>	<b>Amount</b>	

8. Provide contact information for three references from funding sources, or other entities, who are well acquainted with your organization's ability to achieve positive outcomes within a budget and who are willing to provide detailed information about your organization's capacity and performance <sup>3</sup> .			
	<b>Organization</b>	<b>Contact Person</b>	<b>Telephone</b>
a.			
b.			
c.			

<sup>3</sup> DHCD reserves the right to act as its own reference (in addition to those listed) for any applicant.



<p>9. Describe how your organization leverages non-cash resources to support and enhance administrative and programmatic functions.</p>	<p><b>Word Limit: 300</b></p>	<p><b>Points Available: 5</b></p>
		<p><b>Score:</b></p>
<p>&lt;insert response here&gt;</p>		



10. Provide information about your organization's recent activities. <sup>4</sup> Add additional rows and expand cells as necessary.					Points Available: 20
					Score:
Activity Name	Partner Organizations	Budget	Target Population	Start/End Dates	Outcomes/Deliverable Products

<sup>4</sup> Activities listed should have start dates no earlier than 2002



<p>11. Describe the standards, indices, or measures you would use to determine if an activity has met its goal(s). Expand cell as necessary.</p>	<p><b>Word Limit: 200</b></p>	<p><b>Points Available: 5</b></p>
		<p><b>Score:</b></p>
<p>&lt;insert response here&gt;</p>		
<p>12. Describe your organization's systems for program management and tracking of accomplishments. Expand cell to an additional page as necessary.</p>	<p><b>Word Limit: 200</b></p>	<p><b>Points Available: 10</b></p>
		<p><b>Score:</b></p>
<p>&lt;insert response here&gt;</p>		



13. What are the most significant challenges facing your organization and how do you plan to respond?	<b>Word Limit: 300</b>	<b>Points Available: 5</b>
		<b>Score:</b>
<insert response here>		



<b>Part 2: Community Needs &amp; Applicant Proposed Response</b> Use Part 2 of the application to demonstrate both your knowledge of the needs of your service area and your organization's ability to address those needs.		<b>Total Points Available in Part 2:</b> <b>100</b>
<b>Check one:</b>	<input type="checkbox"/> Commercial Corridor and Small Business Development <input type="checkbox"/> Strategies Responding to Expiring Federal Rent Subsidies	
1. Describe your organization's service area and the populations the organization serves. Expand cell to an additional page as necessary.		<b>Word Count: 300</b>
		<b>Points Available<sup>5</sup>: 10</b> <b>Score:</b>

<sup>5</sup>Activities proposed outside Mayoral Target Areas and/or NRSAs are eligible for a maximum of 6 points.



<p>2. What are the greatest needs in your organization's service area relative to the project area for which grant funds are being requested? On what data are your assumptions based? Note: Applicants will do well to consult Strategic Neighborhood Action Plans, Office of Planning Initiatives, Mayoral Target Areas, and/or other District priorities for data to support the needs documented. Expand cell to an additional page as necessary.</p>	<p><b>Word Count: 650</b></p>	<p><b>Points Available: 20</b></p>
		<p><b>Score:</b></p>
<p>&lt;insert response here&gt;</p>		





<p>3. Proposed Activity(ies)</p> <ul style="list-style-type: none"> <li>Describe the eligible activities your organization proposes to undertake through responding to this RFA</li> <li>Explain why you believe these activities are needed and how they address the community needs identified in #2 above</li> <li>Explain how the activity(ies) proposed for funding under this project area are <u>not duplicative</u> with initiatives funded through other District agencies.</li> </ul> <p>Expand cell to an additional page as necessary.</p>	<p><b>Word Count: 650</b></p>	<p><b>Points Available<sup>6</sup>: 25</b></p>
		<p><b>Score:</b></p>
<p>&lt;insert response here&gt;</p>		

<sup>6</sup> Activities proposed outside Mayoral Target Areas and/or NRSAs are eligible for a maximum of 21 points.

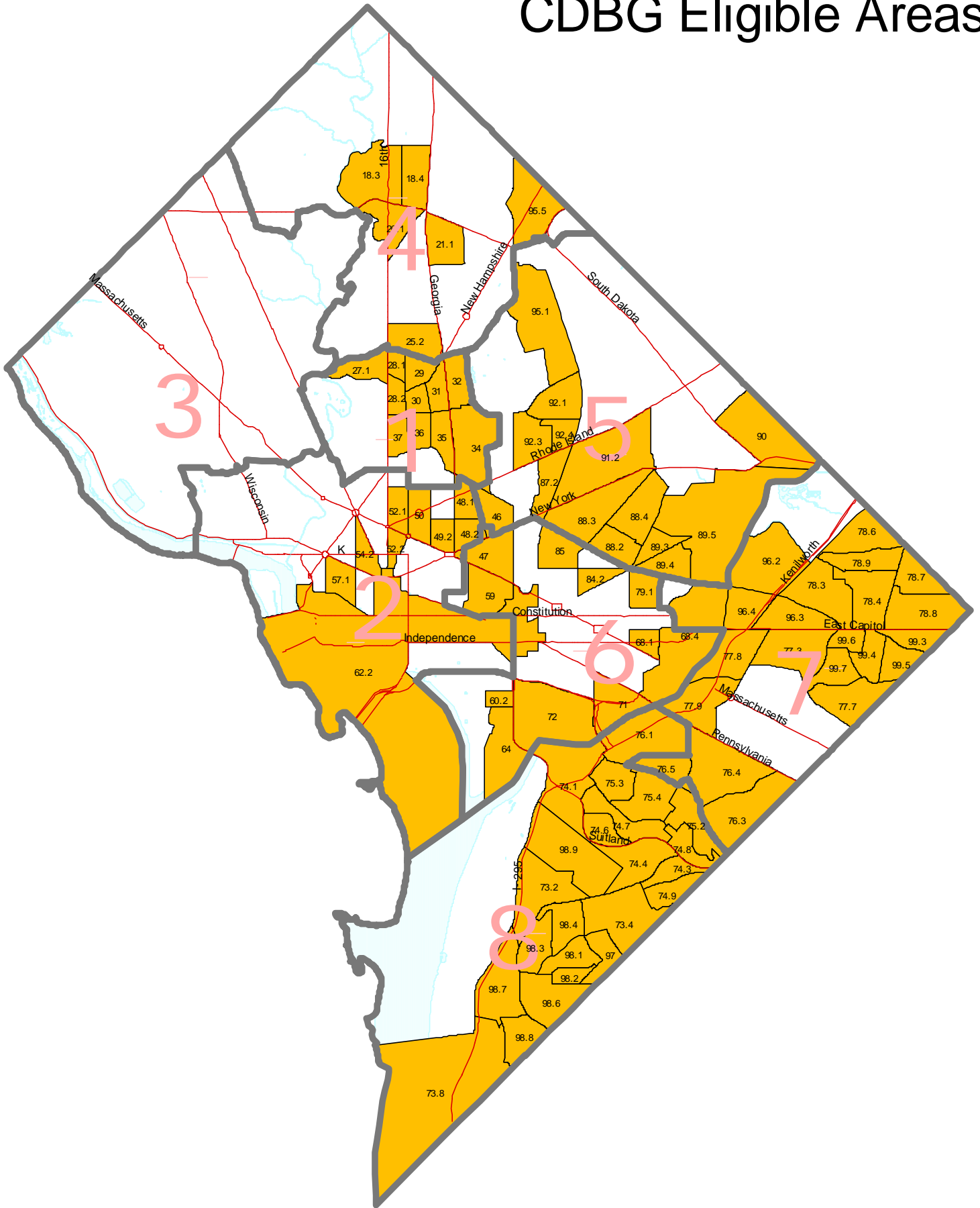


4. Use the spaces below to list expected outcomes from the activity(ies) proposed in #3 and provide an estimate of the total budget necessary to achieve those outcomes. Expand cells and add rows as necessary.			<b>Points Available: 25</b>
			<b>Score:</b>
<b>Outcomes</b>			
<b>Budget</b>			
Cost Categories	Required DHCD Funding	Other Funding	Total Costs
Personnel			
Consultants & Contract Services			
Space & Utilities			
Consumable Supplies			
Lease/Purchase of Equipment			
Other Costs			
Total Costs			



<p>5. Describe your organization's experience in delivering similar outcomes, including the budget required to produce those outcomes. Expand cell to an additional page as necessary.</p>	<p><b>Word Limit: 650</b></p>	<p><b>Points Available: 20</b></p>
		<p><b>Score:</b></p>
<p>&lt;insert response here&gt;</p>		

# 2000 CDBG Eligible Areas



# Strategic Neighborhood Target Areas

